

Anas Adada

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EDUCATION

AMERICAN UNIVERSITY OF BEIRUT

Bachelor's Degree in Business Administration (BBA)

BEIRUT, LEBANON

AUG. 2017 – JUN. 2021

- Dean's Honor List for the Spring 2020-2021 Semester
- Double concentration in Human Resources Management and Business Information and Decision Systems.

PROFESSIONAL EXPERIENCE

Agataz Energy SA

Glyfada, Greece

Bunker Trader

FEB. 2021 – PRESENT

- Developed and implemented marketing activities within the region targeted at winning new customers and expanding existing relationships. Conducted direct analysis of markets to identify new opportunities.
- Developed and interpreted market forecasts depending on our monthly budgets. Compared forecasts and actual budget expenses and reported the outputs along with feedback and recommendations.
- Monitored the entire supply and trade cycle, loading, operations, delivery and payments. Achieved KPI's and monthly targets. Exceeded monthly targets set by general management in terms of profit and inquiries settled.
- Interpreted market conditions, identified counterparty needs, provided product and price information, prepared and processed deals, handled administration and general queries related to the sales process.
- Identified key suppliers and potential ones by performing necessary market research and risk analysis.
- Updated management with performance evaluation and prepared scorecard that include: Revenues, expenses, profits and forecasts. Worked closely with the accounting team to resolve issues of payables and receivables.

GIFCO

Beirut, Lebanon

Supply Chain Coordinator

SEP. 2020 – FEB. 2021

- Worked closely with the Operations Manager to provide support to the supply chain operations, prepared documentations to meet accurate customs export requirements and packing specifications in a timely manner.
- Prepared and communicated daily loading schedule of containers, vessel schedule as well as schedule of transport companies according to customer requirements. Ensured all detail dispatch instructions are followed.
- Arranged and coordinated container loaders as well as pick-up, delivery and container tracking.
- Maintained and documented client information, tracked business pipeline and ensured the needed job details are fed into the internal system using Microsoft Dynamics.
- Generated customer invoices and followed up closely on invoicing and collection with the finance team.

Freelance

Beirut, Lebanon

HR Specialist

June. 2020 – Present

- Assisted clients in finding the best candidates to staff their business. Matched potential candidates with the appropriate positions. Developed recruitment strategies for clients and applicants.
- Supported the development and implementation of HR initiatives and systems. Developed and implemented effective onboarding plans.
- Responded to and properly handled employee-relation matters consistent with company policy guidelines. Supported the operations in taking appropriate action against employees who violate rules and regulations.

SOCIAL ENGAGEMENT

ECIL – NGO (VOLUNTEER)

FEB. 2017 – PRESENT

- Took part of a team of 23 volunteers and arranged 5 events to fund treatments of kids with mental and physical disabilities.

OUTLOOK NEWSPAPER AT AUB (Recruitment Officer)

Sept 2020–Jun 2021

- Assisted the senior board in scouting and approaching potential talent for AUB OUTLOOK. Prepared recruitment and job postings. Sourced and recruited candidates through databases and head-hunting.

THIS IS LEB – NGO (VOLUNTEERS LEADER)

Aug 2020 – PRESENT

- Took part of a team of many volunteers in charge of organizing the pickup and delivery of donated food and clothes in different parts and neighborhoods of Beirut and its suburbs affected.

LANGUAGES

- Arabic (native) • English (fluent) • French (fluent) • Greek (beginner)